1. Purpose & Scope

The process defines the method for submission and scheduling of video teletraining (VTT) and video teleconferences (VTC) within Visual Information Directorate (VID), Naval School of Health Sciences (NSHS).

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) NSHS-004 Corrective & Preventive Action, d) CNET 5290.1 series, e) SECNAVINST 3104.1, f) OPNAVINST 3104.1 Series, g) OPNAVINST 1500.7 series, h) SECNAVINST 5212.5 series, i) OPNAVINST 5290.1 series, j) SECNAVINST 5290.1 series, k) BUMEDINST 5290.2 series.

3. Definitions

The terms listed below are defined to assist the reader:

3.1 **VTC**: Video Teleconference.

3.2 **VTT**: Video Teletraining.

3.3 **VCAS**: Video Conferencing Application Service, web site for Navy CNET, http://216.79.107.103/vcas/agtmain.asp.

3.4 **Hub**: Fleet Training Center, Dam Neck, Virginia.
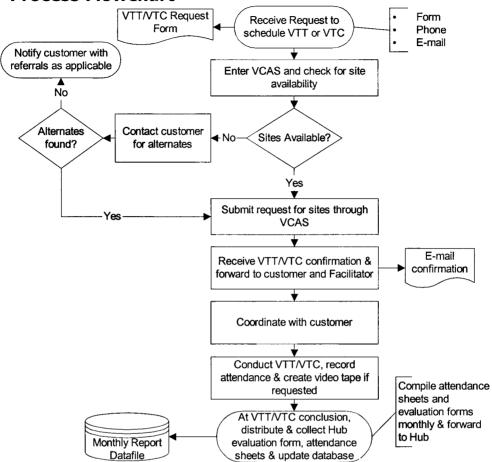
4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Head, VTT Division	0V1C (Process Owner)	Mr. J. Lewin - acting	Director Visual Information	0V (Approval Authority)	Mr. W. Dumbeck
Head, MMP Department	0V1	Mr. J. Lewin	VTT Facilitator	OV1C	Mr. K. Tillman

5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	06 APR 01

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Document Number	Version	Effective Date	Page
NSHS-0V-004	**01**	**06 APR 01**	**2 of 3**

Title
VTT/VTC Scheduling Process

6.   Process Flowchart

7. Quality Records

Record Name	Owner	Location	Indexing	Duration	Disposition
Monthly Report Data file	Head, Video Teletraining Division	Local Hard Drive	By Month, CY	3 years	Destroy

8. Addendum

N/A